# Buffalo State University
# Office of the Registrar
# Graduate Change of Program

Changing your program may impact your degree requirements, financial aid, and the length of time to complete your degree. This form is to be used only by currently enrolled students to:

- Request a change of master's program to another master's program.
- Request a change of graduate certificate program to another graduate certificate program.
- Request to add a graduate certificate program while currently enrolled in a master's program.

Students with the following requests or circumstances are **not eligible** to use this form. Students with these requests and other requests not listed above should contact the Graduate Admissions office for further guidance by calling (716) 878-4017 or emailing graduateadmissions@buffalostate.edu.

- Requests to change your graduate program before your first semester cannot be completed with this form.
- Requests to move from a graduate certificate or micro credential into a master's program cannot be completed with this form.

Directions:

1. Select the new program that you wish to pursue at Buffalo State. You can refer to the Active Majors Chart on our forms page under "Other Services."

2. The student's signature is required on all actions.

3. The student will forward this completed form with signature to the chair/department for approval. The chair/department will then forward the completed form with signature to the Registrar's Office (regofc@buffalostate.edu) for processing.

4. Pre-Majors cannot register for MAJORS ONLY classes.

5. Programs and Certificates print on a student's transcript.

# Buffalo State University

# Office of the Registrar

# Graduate Change of Program

Changing your program may impact your degree requirements, financial aid, and the length of time to complete your degree. This form is to be used only by currently enrolled students who are requesting a change of program. If you are changing your program prior to your first term of enrollment, you must contact Graduate Admissions to process your request at graduateadmissions@buffalostate.edu or 716-878-4017.

1. Select the new program that you wish to pursue at Buffalo State. You can refer to the Active Majors Chart on our forms page under "Other Services."
2. The student's signature is required on all actions.
3. The student will forward this completed form with signature to the chair/department for approval. The chair/department will then forward the completed form with signature to the Registrar's Office (regofc@buffalostate.edu) for processing.
4. Pre-Majors cannot register for MAJORS ONLY classes.
5. Programs and Certificates print on a student's transcript.

## Student Information

*Have you applied for graduation?* *Yes* ☐ *No* ☐

*Student's Name* | *Banner ID*

*Telephone Number* | *Email* | *Cumulative GPA*

| | |
|---|---|
| **Current Program**<br>Current Major, Pre-Major, Program or Certificate | *Keep* ☐ *Drop* ☐ |
| **Current Concentration, if applicable**<br>Current Concentration (listed by major code) | *Keep* ☐ *Drop* ☐ |
| **New Program**<br>New Major, Pre-Major, Program, or Certificate | *Add* ☐ |
| **New Concentration, if applicable**<br>New Concentration (listed by major code) | *Add* ☐ |

*Student Signature*

*Department Chair Signature for Approval*

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